

# **New Orleans Civil Service**

## AN EQUAL OPPORTUNITY EMPLOYER

#### OFFICIAL CLASS TITLE

ENTRANCE SALARY: \$49,889 PER YEAR

MANAGEMENT DEVELOPMENT SUPERVISOR I (HOUSING-FISCAL) (CLASS CODE 0365)

FINAL DATE FOR FILING APPLICATIONS: Applications will be accepted until this announcement is withdrawn.

#### KIND OF WORK:

Professional and supervisory work in directing the administrative activities of a major division of the Office of Planning and Development (OPD). Duties may include coordinating, directing and supervising all functional activities and personnel involved in assigned program. Supervision is exercised over a professional and clerical staff and related work as required.

#### MINIMUM QUALIFICATION REQUIREMENTS:

A Bachelor's Degree in accounting or a Bachelor's Degree in another field with at least twenty-four (24) semester hours of accounting from an accredited college or university. Original college diploma or official college transcript must be presented within two (2) weeks of filing an application.

#### AND

#### EITHER:

Two (2) years of related professional administrative experience working in housing administration, accounting or budget administration at a level equal to or higher than Management Development Specialist I (currently pay grade 63).

OR:

Four (4) years of responsible professional experience working in housing administration, accounting or budget administration. Two (2) years of this experience must have been at a level equal to or higher than Management Development Analyst II (currently pay grade 59).

<u>Note:</u> The Civil Service Department reserves the right to determine whether experience qualifies as related professional administrative experience.

#### (SEE REVERSE SIDE FOR ADDITIONAL INFORMATION)

<u>Note</u>: A special Management Development Supervisor I (Housing-Fiscal) work history form must be filled out and returned to Civil Service within two weeks of the final filing date.

### KIND OF EXAMINATION:

A rating of training and experience, weighted 50% and an oral with a written component, weighted 50%. Credit will only be given for experience gained within the last ten (10) years.

In the event there are fewer than (4) qualified applicants, the examination will consist of a rating of training and experience, weighted 100%. In this event, credit will only be given for related experience gained within the last ten (10) years.

This is an original entrance examination.

THE CITY OF NEW ORLEANS IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, GENDER, AGE, PHYSICAL OR MENTAL DISABILITY, SEXUAL ORIENTATION, CREED, CULTURE, OR ANCESTRY. REQUESTS FOR ALTERNATE FORMAT OR ACCOMMODATIONS SHOULD BE DIRECTED TO DODDIE K. SMITH AT (504) 658-3516 OR TTY/VOICE AT (504) 658-2059 or 1-800-981-6652.

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